



Appendix H L&I and Volunteer Pension Relief Comparison

2005 Mobilization Plan

Personnel compensated directly by the Washington State Patrol

Are not eligible for any benefits from the Volunteer Firefighters and Reserve Officers' Relief and Pension Act for work compensated by the state's fire mobilization program. For additional information: <http://www.bvff.wa.gov> or 1-877-753-7318 (toll free).

Personnel who respond to a Mobilization

May be eligible for the U.S. Department of Justice's Public Safety Officers' Benefits (PSOB) Program. For additional information: <http://www.ojp.usdoj.gov/BJA/html/specprog.htm> or 1-888-744-6513 (toll free).

Example of what L&I benefits a volunteer firefighter who was injured or killed on a State Mobilization could

Scenario	Marital Status	Status	Benefit
<p>Worker #1 volunteers as a firefighter every year. She has no other employment. She was injured after working two hours as a volunteer firefighter.</p> <p>Last year during the fire season she earned \$ 9,900. Her wage is set at \$ 9,900 divided by 12 months = \$ 825 average monthly wage.</p> <p>60% of \$ 825 = \$ 495 Time Loss Benefit. (single – No dependants)</p> <p>65% of \$825 = \$536.25 Time Loss Benefit. (Married – No dependants)</p> <p>65% of \$825 = \$536.25 Time Loss + 1 dependant at \$16.50 = \$552.75 (Married with dependants)</p>	Single – No Dependants	Permanent Disability – Monthly Pension (No survivor benefit).	\$ 495 per month.
		Permanent Disability – Monthly Pension (with survivor benefit if marries).	\$ 495 Survivor benefit only if death is related the industrial injury.
		Reserve Estimate.	\$ 85,000.
		Death.	No benefit – Could consider dependant children.
		Burial Expenses.	\$ 6,323.32 Maximum.
	Married with No Dependants	Permanent Disability – Monthly Pension Option 1.	\$ 536.25 per month.
		Permanent Disability – Monthly Pension Option 2. ***	\$ 500.13 per month; If death is unrelated to the industrial injury benefit is \$ 500.13.
		Permanent Disability – Monthly Pension Option 3. ***	\$ 517.56 per month; If death is unrelated to the industrial injury benefit is \$ 258.78.
		Reserve Estimate.	\$ 93,000.
		Death: Monthly Survivor (Widow and Dependant).	\$ 495 Payable for life, UNLESS remarries – may be eligible for remarriage settlement.
<p>Option 1: No Survivor Benefits.</p> <p>Option 2: Monthly Survivor Benefit, Death Unrelated to Industrial Injury.</p> <p>Option 3: Monthly Survivor Benefit, Death Unrelated To Industrial Injury.</p> <p>Also receive Cost of Living Adjustments July of each year.</p> <p>Monthly benefits may decrease if begin receiving Social Security.</p> <p>****Options 2 and 3 are payable for life regardless of remarriage.</p>		Death: Immediate Payout.	\$ 3,161.66.
		Burial Expenses.	\$ 6,323.32.
		Reserve Estimate.	\$ 77,000.
		Permanent Disability – Monthly Pension Option 1.	\$ 552.75.
		Permanent Disability – Monthly Pension Option 2. ***	\$ 516.63 per month; If death is unrelated to the industrial injury benefit is \$ 500.13
	Married with 1 Dependant	Permanent Disability – Monthly Pension Option 3. ***	\$ 535.06 per month; If death is unrelated to the industrial injury benefit is \$ 258.78
		Reserve Estimate.	\$ 94,000.
		Death: Monthly Survivor (Widow and Dependant).	\$ 511.50 Payable for life UNLESS remarries – may be eligible for remarriage settlement
		Death: Immediate Payout.	\$ 3,161.66.
		Burial Expenses.	\$ 6,323.32.
		Reserve Estimate.	\$ 79,000.

This example is provided to illustrate what L&I benefits may be provided. Benefits will vary depending on a number of factors including average monthly salary, marital status, and number of dependants.

**Comparison of Benefits Provided to Volunteer Firefighters by the
Labor and Industries (Through Washington State Patrol) and the
Board for Volunteer Firefighters**

Benefit	L&I Coverage (through WSP) *	BVFF Coverage ***
Fees	Paid by WSP for each volunteer firefighter on a per hour basis.	\$10 per volunteer per year paid by the municipality. Full-paid non-LEOFF firefighters covered for 1.5 of annual salary.
Medical	If claim is accepted, L&I pays for all doctor, hospital, surgical, pharmacy, and other health care services necessary for the treatment of your workplace injury or occupational disease. There are usually no out of pocket expenses to an employee.	As necessary – Physicians paid according to L&I's fee schedule
Other Services	May include, but are not limited to ambulance service, special or home nursing care, dental repair, convalescent care, crutches, braces, artificial limbs, glasses and hearing aids.	Same, as long as the services are made necessary by a documented fire service injury.
Prescriptions	See Medical.	Paid in full
Hospital	See Medical.	Room and care plus extras such as x-rays, laboratory, physical care.
Disability Compensation	<p>The employee is not paid for the day of the injury or first three calendar days after the injury unless he or she is unable to work for a period of 14 consecutive calendar days or more from the date of injury. An unsuccessful attempt to return to work within the 14-day period will not affect the eligibility for payment for the first three days following the injury, if the worker is off work on the 14th day.</p> <p>If the employee becomes disabled later than three days after an injury, time-loss compensation begins on the first day he or she is unable to work.</p>	Not to Exceed amount of loss.

*Information for L&I was obtained from "Employers Guide to Industrial Insurance".

** Specific information from L&I was obtained by DNR HRD and distributed August 2002.

*** Information for the Board of Volunteer Firefighters was taken from their website and from the BVFF directly.

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Benefit	L&I Coverage (through WSP) *	BVFF Coverage ***
Disability Compensation	<p>Time loss compensation payment ranges from 60 to 75 percent of the injured worker's gross wage and certain benefits, depending upon the workers marital status and number of children at the time of the injury. Example: \$ 4,000 a month at 60% = \$ 2,400 a month **** \$ 4,000 a month at 65% = \$ 2,600 a month **** \$ 3,000 a month at 60% = \$ 1,800 a month **** \$ 3,000 a month at 65% = \$ 1,950 a month **** ** (plus spouse and children)</p>	<p>For first 6 months – if unable to work at regular occupation: 1. \$85 per day + COLA. 2. \$2,550 + COLA per month maximum.</p>
	<p>If your industrial injury or occupational disease causes permanent loss of bodily function, you will receive a permanent partial disability award. The amount received for any physical loss is established by the Legislature and does not include compensation for pain and suffering. There are two types of permanent partial disabilities:</p> <ol style="list-style-type: none"> 1) Specified disabilities: some disabilities have awards that are already set by law. These are easily quantified losses, such as loss of vision or hearing, or the loss of an eye, leg, foot, toe, arm or finger by amputation. 2) Unspecified disabilities: these disabilities include every other type of impairment caused by an on-the-job injury or occupational illness, such as back injuries. <p>For unspecified disabilities, the extent of total bodily damage determines the amount of the award. Qualified doctors use nationally recognized medical standards and guidelines to make this determination.</p>	<p>After 6 months – if fully disabled: 1. \$1,275 + COLA per month for member. 2. Plus \$225 + COLA for spouse. 3. Plus \$110 + COLA per child under 18. 4. Maximum of \$2,550 + COLA per month.</p> <p>The State Board may determine that the injured participant receive a lump sum compensation to the same extent as is provided for a permanent partial disability under the workers' compensation under Title 51 RCW in lieu of monthly disability payments.</p>

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Benefit	L&I Coverage (through WSP) *	BVFF Coverage ***
Death Benefit	<p>Immediate 100 percent of state's average wage for 2004 (July 1, 2004 to June 30, 2005) is \$ 3,879.40.</p> <p>RCW 41.04.017; A \$150,000 death benefit shall be paid as a sundry claim to the estate of an employee of any state agency, who dies as a result of injuries sustained in the course of employment and is not otherwise provided a death benefit through their enrolled retirement system.</p>	\$ 152,000
Funeral Benefit	<p>Up to 200 percent of the State's average wage for deaths that result from injuries: The 2004 benefit would be \$ 7,758.80.</p> <p>The surviving spouse and legally dependant children receive a monthly pension if a work related injury or occupational illness results in an employee's death. The amount is based on the formula used for setting time-loss compensation payments. If the surviving spouse remarries, they may choose a final cash settlement or the right to resume monthly payments if the marriage is terminated. Dependant children continue to receive monthly benefits while they are dependants, even if the surviving spouse remarries.</p>	\$ 2,000
Survivor Benefit	<p>L&I can reimburse out-of-pocket travel expenses when the injured worker must travel more than 10 miles one way from his or her home to receive adequate health care services and it is pre-authorized.</p>	<ol style="list-style-type: none"> 1. \$1275 + COLA per month to surviving spouse. 2. Plus \$110 + COLA for each child under 18. 3. Maximum of \$2,550 + COLA per month. 4. Stops upon remarriage.
Mileage / Travel	<p>A report must be submitted to the Washington State Patrol within 24 hours of the injury.</p>	The State Board may provide reimbursement at State Rate for travel to extended treatment not available in firefighter's own area.
Written Accident Reports		Must be submitted to the State Board within 90 days of the accident.

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Benefit	L&I Coverage (through WSP)*	BVFF Coverage ***
Screening physical exam for new volunteers	N/A	Reimbursed up to \$50 per exam.
Damaged Clothing	In some cases, benefits may cover the cost of personal clothing, footwear, or protective equipment that is damaged or lost because of the workplace injury. The same is true if those items are lost or damaged because of emergency treatment offered on the scene. Receipts for repair and replacement articles are required.	N/A
Vocational Rehabilitation	Injured employees who are unemployable as a result of their industrial injuries may qualify for vocational rehabilitation services.	N/A
Pension Awards	A monthly pension for life is granted to an employee whose injury or illness results in permanent inability to work based on medical and vocational reports. Pensions are also granted if the accident results in the loss of both legs or both arms, or the loss of a leg and an arm, or a complete loss of eyesight.	A monthly pension may be granted to a firefighter who is unable to perform any work for compensation or profit for as long as they remain unable to work at any job. A pension will also be granted if the accident results in the loss of both arms, or both legs, or the loss of a leg and an arm or complete loss of eyesight.
<p>How do I know who is covering my insurance? If you are a volunteer or part-time/part-paid fire fighter and your fire department is paying you directly: You are covered under the Board of Volunteer Firefighters. .</p> <p>If you are a volunteer or part-time/part-paid firefighter and you are being paid by the Washington State Patrol: You are covered by L&I.</p>		

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Comparison of Benefits Provided to Volunteer Firefighters by the Labor and Industries (Through Washington State Patrol) and the Board for Volunteer Firefighters

Am I eligible for the Public Safety Officer Benefit (PSOB) if covered by L&I or BVFF?

One of the requirements for PSOB coverage is that a public safety officer must have been authorized to perform the line-of-duty action during which a traumatic injury was sustained. If you meet that requirement, then an application for the PSOB can be submitted on your behalf. Each application is reviewed and determined on a case by case basis.

Questions Commonly Asked Regarding L&I Coverage at Fires & Out of State	
Covered on shift or in camp?*	<p>"If you direct a firefighter to be in an area to fight a fire and you are feeding and housing them in a temporary camp, they are covered while directly fighting fires and while on location at the camp." Doug Mathers L&I Auditor</p>
What is "Acting in the course of employment?"**	<p>RCW 51.08.013 "Acting in the course of employment." (1) "Acting in the course of employment" means the worker is acting at his or her employer's direction or in the furtherance of his or her employer's business which shall include time spent going to and from work on the jobsite, as defined in RCW 51.32.015 and RCW 51.36.040, insofar as such time is immediate to the actual time that the worker is engaged in the work process in areas controlled by his or her employer, except parking area. It is not necessary that at the time an injury is sustained by a worker he or she is doing the work on which his or her compensation is based or that the event is within the time limits on which industrial insurance or medical aid premiums or assessments are paid.</p> <p>State employees are covered by L&I anytime they are injured on work time. It doesn't matter who the incident jurisdiction is or whether the DNR employee is in state or out of state.</p> <p>When a Washington State employee gets medical treatment out of state for a work related injury, instruct the medical provider to call the Washington State Department of Labor and Industries at 1-800-848-0811 (Provider Hotline). The provider should ask L&I for a provider number and an Injury Report form with a Claim Number.</p>
Coverage Out of State?*	
When does my L&I Coverage start with State Mobe?	From the time you report to the station, preparing to leave for the incident until you get back.

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Appendix H

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Appendix I

Mobilization Team Leader

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Introduction

This document is provided for fire service Strike Team/Task Force Leaders and Company Officers. It will provide guidance in the preparation and operation of your Washington State Fire Service Resources Mobilization Strike Team at any incident.

The information presented is based on past experience, recognized standards, and policies and procedures. The Strike Team/Task Force has become an effective tool in the emergency management of incidents of all types. The use of Strike Teams and/or Task Forces enables fire agencies to make incident assignments. Fire apparatus and crews, with a team leader, arrive as a team, work as a team, and are released or reassigned as a team.

Requests for apparatus should always be by ICS Type and Kind:

A "Strike Team" is defined as:

"Specified combinations of the same kind and type of resources, with common communications and a leader."

In some instances, due to the nature of an incident, Task Forces may be formed. A Task Force is defined as:

"A group of resources with common communications and a leader, that may be pre-established and sent to an incident, or formed at an incident."

It is important that you understand the difference between Strike Teams and Task Forces. An engine strike team is a specified number (5) and type of engines (Type 1, 2, 3, 4, 5, and/or 6), assembled for a tactical assignment on an emergency.

A Task Force could be any combination of engines, mixed with other types of suppression and rescue resources. An example of a Task Force is two engines, a ladder truck, and an ambulance, with a leader.

If you are a Team Leader, Company officer, or a firefighter, many thoughts will flash through your mind when your department is assigned to a major emergency.

- What personal items and clothing do you need to pack?
- Is all personal protective equipment (PPE) needed? Wildland and Structural?
- Will your strike team respond together or will you assemble at the emergency?
- Do you know where the incident is located? How will you get there?
- Do you need an Incident Order Number and Request Number?
- Can you communicate with your supervisor by radio or cell phone?
- Who do you contact if you have a problem while en route to the emergency?
- On arrival, who do you report to?
- Will you need to complete special forms?

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The purpose of this document is to present the information you need to answer these questions.

Our goal is to prepare you to respond to any incident and perform the tasks you have been trained for.

Response Preparation

Many fire departments in Washington have developed Strike Team Kits, which may be carried in a staff vehicle or on an engine. You may also wish to develop a checklist to assist you before leaving on an assignment that will require you to travel long distances and be of an extended duration.

Remember: It may be some time before you eat and get a place to sleep. You can get wet, dirty, and cold. Be prepared to take care of your personal needs. Being properly prepared strengthens personal confidence and security.

Needs

- Credit Cards - Fuel, Personal, ATM, telephone calling card.
- Money - to be used for food, phone calls, other needs while traveling to and from the Incident.
- Change of clothes, underwear, socks, and proper footwear.
- Personal items: toothpaste, toothbrush, shaving supplies, toilet paper, bandana, towel, replacement eye glasses/contact lens, etc.
- Medicine or medication, if required.
- Canteen, non-perishable food (freeze dried or MRE), canned juices, etc.
- Sleeping bag, blankets, cot, or sleeping pad.
- Safety equipment: Structural and wildland turnouts, helmet, gloves, fire shelter, goggles, boots (high top, all leather, lace-up, sewn lug sole), etc.
- Breathing apparatus (with spare bottles).
- First Aid Kit, eye-wash, aspirin, snake bite capability.
- Portable radio, extra batteries, charger.
- Cellular telephone, pager, etc., extra batteries, chargers.
- Maps: AAA, Thomas Brothers, topographic, etc.
- Belt weather kit.
- Compass, GPS device, clipboard, tape, pencils, flagging, etc.
- Other items you may require for a long assignment.

Note: Don't forget the apparatus and its needs. If not carried, bring:

- Extra engine oil, transmission fluid.
- Engine drive belts.

It is important that you know the proper procedures to follow in the event problems develop while enroute or returning from a Strike Team response. Do you have the authority to purchase fuel, food, motel accommodations, or to repair apparatus and equipment? If you do not have the authority, it is important you know whom to contact for assistance.



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This document cannot address policies and procedures that apply to all fire departments assigned a mobilization incident. In any case, if you have an emergency, contact the closest fire agency for temporary assistance. It is extremely important that you notify your home agency, Regional Coordinator, or dispatch center if you encounter problems on the road. They can assist in making the necessary arrangements, provide direction, and contact your department for you.

You should have these phone numbers with you at all times:

1. Dispatch Center
2. Regional Coordinator
3. State EOC 24-Hour Number (800) 258-5990 or WSP Pod (253) 912-4932

Duties and Responsibilities

The Team Leader selected to command the strike team **Should Be** qualified by NWCG 310-1 Standards and be knowledgeable in both structural and wildland fire control. Personnel responding to a Forest Agency request for overhead positions shall meet the training requirements established for the ICS position to be filled. (Reference: NWCG 310-1).

Most fire departments, with the assistance of their Fire Defense Region should take part in Team Leader training classes. Following successful completion of classes, individuals may be placed on a list as a Team Leader (or as a Trainee), if authorized by the Chief of their department. Team Leader "lists" will be maintained by the Washington State Patrol, Fire Protection Bureau.

The Strike Team/Task Force Leader (Engine) is Responsible for:

1. The overall safety and condition of the strike team, personnel and equipment.
2. The movement of the strike team traveling to and returning from the emergency.
3. Operational deployment of the strike team at the incident, as directed by the Incident Commander, or other member of the Incident Management Team.
4. Familiarity with strike team operations, including assembling, responding, and directing the actions of the assigned units, keeping the team accounted for at all times.
5. If the strike team is dispatched on an Initial Attack basis, assembling the units at the incident.
6. Contacting their home agency, Regional Coordinator or dispatch center for assistance with problems encountered on the incident, including mechanical, operational, or logistical issues.
7. Ensuring your vehicle has adequate communications capability.
8. Check all Apparatus Inventory and Mobilization Manifest Forms for each engine assigned to you at the incident.
9. The safety of all personnel and apparatus during response, emergency operations, or while in staging areas, mobilization center, and return to home jurisdictions.



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10. Maintaining positive public relations for home agency, the incident, other agencies represented on your Strike Team/Task Force, and the Washington Fire Service.

Simply stated, the Strike Team/Task Force Leader (Engine) must have the capability and experience for managing, coordinating, and directing the actions of fire crews/companies at a wide variety of emergency situations. This includes maintaining all required records, and ensuring the logistical needs of all personnel are met during the entire activation of the strike team/task force.

A Strike Team/Task Force may, at the discretion of State Mobilization Resource Coordinator, include a Strike Team/Task Force leader trainee as a member of the unit. The trainee will be covered under their own Overhead resource request number. The Strike Team/Task Force leader trainee should check in with the Planning Section or an Incident Training Specialist. The Strike Team/Task Force Leader Trainee shall travel with the Strike Team/Task Force in a vehicle from the existing Strike Team/Task Force and will not be reimbursed for the use of a separate trainee vehicle. Personnel filling Strike Team/Task Force leader (trainee) positions shall be certified at the Strike Team/Task Force leader (trainee) level per Wildland Fire Qualification NWCG 310-1.

Operational Procedures

The Strike Team/Task Force Leader will receive instructions at the time of dispatch by the Operational Area Fire and Rescue Coordinator Dispatch Center. Information should consist of the following:

Incident Assignment

Incident Name, and Type: If known; i.e., "Goodhoe Hills" - mobilization fire in Klickitat County Fire District # 7 jurisdictional boundary.

Incident Order Number: You will receive an Incident Order Number. This number indicates who you will need to submit claims for payment to. This is based on a national system. The first two letters indicate the state, the next three letters represent the agency location; for Mobilization, these will always be WFS for the Washington Fire Service, followed by three numbers. These are sequential numbers issued to each incident.

Anytime an "S" is the third letter in the agency location, it represents DNR in Washington, unless the first two are "WF", then it's the Washington Fire Service. Examples of other federal numbering schemes are:

State Mobilization WA-WFS-000	DNR will be WA- **S -000,
Forest Service WA- **F -000,	Bureau of Land Management WA- **D -000
Bureau of Indian Affairs WA- **A -000	National Park Service WA- **P -000
US Fish & Wildlife WA- **R -000	



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Resource Request Number: Associated with the Incident Order Number, you must receive a Resource Request Number (example: E-202) prior to leaving for an incident.

Overhead personnel will be issued an “O” number,
Equipment w/personnel will be issued an “E” number,
Aircraft w/personnel will be issued an “A” number,
Crews will be issued a “C” number, and
Supplies will be issued an “S” number.

Example: Strike Team Leader, Strike Team Leader Trainee, and five engines with four persons on each engine;

Position	Number Type	Personnel Number	Equipment Number
Strike Team Leader	O	2135	2135
Strike Team Leader Trainee	O	2136	2136
Engine 1 w/4 people	E	Uses Equipment #	2137
Engine 1 w/4 people	E	Uses Equipment #	2138
Engine 1 w/4 people	E	Uses Equipment #	2139
Engine 1 w/4 people	E	Uses Equipment #	2140
Engine 1 w/4 people	E	Uses Equipment #	2141

Reporting Location and Travel Route: Obtain detailed information, if needed; i.e., "Goodnoe Hills" Staging Area, Klickitat County Fairgrounds, East on SR14 from Vancouver, North on SR97 into city of Goldendale, take first exit, cross over freeway. Fairgrounds ahead ½ mile on right.

Initial Attack, Immediate, Or Planned Need: Immediate Need Resources will be called for from the within the Fire Defense Region or adjacent Fire Defense Region. The request for Immediate Need resources is to **Protect Life or Property** imminently threatened by the event.

If the assignment is a **Planned Need** and will not begin until the next operational period, or a designated time subsequent to the next period, it will be determined how much time is needed for the resources to prepare and respond, and whether they will assemble at an established rendezvous point or at the incident.

This will in turn determine the departure time of the resources. If time permits, it is desirable for the resources to assemble and be briefed by the Strike Team/Task Force Leader prior to arriving at the incident.



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Mode	Time Frame	Location Of Incident
Initial Attack Same Fire Defense Region or adjacent Region.	Instantly or as quickly as possible	<ul style="list-style-type: none">• Closest available mutual aid resources within operational area or adjacent operational area.• Resources will normally rendezvous at the incident.
Immediate Need Same Fire Defense Region or adjacent Region.	Responding to incident within 30 minutes	<ul style="list-style-type: none">• Mutual aid resources respond to incident within 30 minutes from time of dispatch within Region, or adjacent Regions.• May or may not rendezvous prior to departure.
Planned Need Normally from an adjacent Fire Defense Region.	Planned incident arrival time determines departure time	<ul style="list-style-type: none">• Mutual aid resources respond within the Region, adjacent Regions as needed for the next operational period or as determined by requesting agency.• Usually will rendezvous before departure and travel together

At the Rendezvous Point: Provide Strike Team/Task Force Briefing;

- Introduce yourself to the Company Officers, and other team members.
- Inform the team what you know about the incident and the strike teams assignment.
 - Determine your response route; consider time of day and fueling stops.
 - Select one Engine Company Officer to "bring up the rear" while traveling and to lead the Strike Team/Task Force in your absence.
 - Identify a common radio frequency or obtain cell phone numbers for the team for enroute communications.
- Provide a safety briefing for traveling.
- Conduct an inspection of the strike team to determine crew size and capability, apparatus capability, special equipment carried, and communication capability, etc.
 - Are the members qualified for the request?
 - Do they have the proper PPE?
 - Personnel arriving at a mobilization that are not qualified and that do not have the proper PPE will be sent home.

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- Identification: Strike Team Leaders should have a Strike Team Leader Kit.
 - The kit should include:
 - Copy of the Mobilization Plan
 - ICS Forms:
 - Check In
 - Unit Log
 - Crew Performance
 - Crew Time Report
 - Equipment Time Record
 - Personnel Time Record
 - NWCG Fireline Handbook
 - Washington Fire Service Directory
 - Hazardous Material Guidebook
 - Accident Report Forms
 - Legal pad, pens, clipboard
 - Map(s)
 - Forms to be completed prior to departure:
 - Mobilization Manifest
 - ICS 211, Incident Check-in List
 - Apparatus Inventory
 - Crew List (name, SSN, Emergency Contact)

This packet of information is intended to make the required record keeping easier; however, it should not hamper your primary mission if you do not receive the "kit." Instruct company officers to inventory their engines after release (or reassignment to another incident). The Strike Team Leader on scene will verify inventory. At time of response, you may be requested to respond directly to a Division/Group Supervisor for immediate assignment. The Strike Team/Task Force Leader should check-in and obtain a briefing from the Division/Group Supervisor as soon as possible after arrival.

Active Assignment

- Reporting Location - obtain detailed information.
 - Incident Information - you should receive the following at time of dispatch:
 - Incident Type and Check-In location
 - Name of incident, if known
 - Incident Order and Request Number
 - Your Strike Team/Task Force number
 - Communications frequency (travel and tactical)
 - Name of the person to whom you are to report and radio call number
- Note:** Use clear text (no radio codes) and common terminology in all radio transmissions.

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The Strike Team/Task Force Leader reports to a Division/Group Supervisor and is responsible for performing tactical assignments assigned to the Strike Team or Task Force. The leader reports work progress, resource status, and other important information to a Division/Group Supervisor and maintains work records on assigned personnel.

- Review Common Responsibilities, found in Chapter 1 of the Field Operations Guide.
- Review assignments with subordinates and assign tasks.
- Monitor work progress and make changes when necessary.
- Coordinate activities with adjacent strike teams, task forces, and single resources.
- Travel to and from active assignment area with assigned resources.
- Retain control of assigned resources while in available or out-of-service status.
- Submit situation and resource status information to Division/Group Supervisor.
- Maintain Unit/Activity Log (ICS Form 214).

Procedures and General Guidelines

The following procedures and guidelines apply to all personnel and equipment participating in mobilization.

1. Type I or Type II Engines are commonly requested for structural protection in a wildland or urban interface fire environment. They are not designed for operations on narrow, unsafe roads, cat, or brush trails. Use good judgment when deploying fire apparatus during emergency operations. Plan ahead.
2. Only qualified members of the assigned department shall drive and operate agency fire engines (agency insurance coverage).
3. Unit Logs are to be carried on all Engines. Record all losses, repairs, and maintenance. When completing the report, attach all fuel delivery receipts to the EERA.

Warning: Fire engines are heavy fire apparatus. Avoid excessive speed, especially on grades. Frequent brake application causes brake fade and the brake system will be ineffective. Have qualified maintenance personnel adjust brakes on a regular basis.

The purchase of tires and batteries requires approval of the Division Group Supervisor. It is acceptable to borrow (if possible) a tire or battery from a local fire agency during an emergency response. During a major fire emergency, tire service is normally available at or near the incident base (contact Ground Support unit). This type of repair is generally included in the “wet rate” and not-reimbursable.

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Engine Strike Team/Task Force Responsibilities

Do Not:

- ☐ **Do Not** take lawn chairs, hammocks, large radios, or TV. Pets or animals are not allowed. YOU ARE RESPONDING TO AN EMERGENCY.
- ☐ **Do Not** bring non-fire related equipment on engines (i.e. mattresses, chairs, etc.) If it doesn't fit in the compartments, do not take it.
- ☐ **Do Not** have major repairs done on engines without authorization. You may have to pay the bill yourself. This includes tires and batteries.

Do:

- ☐ **Do** provide staffing of three or four firefighters, safely belted in the cab of the apparatus. **No Personnel Shall Ride On Tailboard.** All personnel must have full turnouts for structure fires and all required wildland personal protective equipment. All members will wear and use PPE when appropriate. Consider double layering with cotton under garments.
- ☐ **Do** take a change of clothing, toothbrush, soap, towel, sleeping bag, and air mattress. Rations should be carried on the engine for emergencies. Take cash, credit cards, and get receipts for all purchases. Do take an ice chest for the crew, which will be stored in compartment. A small portable radio/TV is permissible. Bring reading material, camera, etc. (Caution, lost or damaged personal items may not be replaced or repaired by the Fire Agency).
- ☐ **Do** notify your Dispatch Center when you are enroute and when you arrive back to your home station.
- ☐ **Do** treat all firefighters, officers, and the public with respect. You might not always agree with the way things are being done. Keep your eyes open and learn.
- ☐ **Do** call your regional coordinator by phone or radio and the Washington State Fire Marshal located at the State EOC at (253) 912-4932, or 24 Hours at (800) 258-5990, if a mechanical problem occurs on the way to an assignment. They will advise you how to handle the problem.

Code Of Conduct For Strike Teams

- **Normal radio procedures will be utilized. Radio traffic between units will be kept to a minimum.**
- **This is not a vacation.**
- **Know whom you are working for.**
- **Limit the procurement of equipment to what is needed.**
- **All equipment issued at the incident must be returned before you are demobilized. Theft of equipment is a crime.**
- **Crews will maintain a state of readiness when not assigned.**
- **Recreation will be limited to out-of-service hours.**
- **Maintain and wear all safety clothing.**
- **Wear the proper uniform while in the incident base.**
- **Your actions are a reflection of your organization.**
- **Do not enter any residence without the owner's permission except to fight a fire in that structure. Respect the property of the residents you are protecting.**



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Demobilization/Release

The Planning Section is responsible for the preparation of the Demobilization Plan to ensure that an orderly, safe, and cost effective movement of personnel and equipment is accomplished from the incident. The Logistics Section is responsible for implementing the plan.

- Demobilization and release will take place in accordance with the Incident Demobilization Plan using ICS Form 221 (**Follow Demob Plan**).
- Obtain necessary supplies to ensure that the Strike Team leaves in a "state of readiness". If unable to replace lost or damaged equipment, notify your Division Group Supervisor and get written acknowledgment from the Incident Commander prior to leaving the incident. Return all radios and equipment on loan to you from the incident.
- **Timekeeping:** OF286 Emergency Equipment – Use Invoice is utilized to record and substantiate activities fire service apparatus. It is designed to record information equipment.
 - The OF288 Emergency Firefighter Time Report is used to track personnel time.
- **Debriefing:** Critique assignment and performance. NOTE: Some Incidents/Agencies will require that the Incident Personnel Performance Rating form, ICS 225, be filled out for each subordinate. It will save time during Demob to check ahead to determine if Performance Ratings will be required. Notify personnel that the area/facilities should be returned to the pre-incident condition.
- Vehicle Safety Inspections may be required before a Strike Team can be released. This takes time, plan ahead. ICS Form 212, the Incident Demobilization Vehicle Safety Inspection, will be completed out by the inspector (usually an agency mechanic). Ensure your paperwork (equipment/personnel) is turned in prior to arriving at timekeeping to demobe. This will assist in avoiding delays.
- Instruct personnel on travel procedures to return home or to new incident. (Determine any planned stops and disassembly points).
- Notify your home agency and dispatch center of your release, travel route, and estimated time of arrival back home.

Strike Team Briefing Checklist

- ☐ **General Message and Incident Update**
Introduce self, STL Trainee, and identify "Asst. STL" (most experienced engine captain). Provide brief overview of known incident information and assignment, work ethic, professionalism, and human relations expectations.
- ☐ **Communications**
Identify cell phone numbers, travel, and tactical radio frequencies. Determine radio designators for engines/captains, STL, and STL (T). Radio traffic will be kept brief, professional, and to minimum. Information will normally be exchanged up and down via Captains' Meetings and the chain of command. **Exception:** immediate and/or unresolved safety issues. Distribute portable radios/batteries if available/needed
- ☐ **Engine Readiness**
Full water tank, rig for probable assignment, identify engines, resource order number on windshield with white shoe polish applicator.
- ☐ **Safety**
Review known or probable incident hazards, emphasizing LCES; Identify EMS resources on team; PPE donned.
- ☐ **Travel Procedures**
Response urgency, including appropriate use of emergency lights/siren, travel route, planned stops, and reporting location. Keep formation tight; slowest engine in front, Asst. STL engine bringing up the rear. Advise when approaching quarter fuel during travel, at least half fuel at time of deployment. Fuel payment procedures.
- ☐ **Operations**
Briefly review essential elements of anticipated tactics (e.g. structure protection, progressive hose lay, running attack), emphasizing water conservation and mobility. Identify members having special experience/qualifications, e.g. Hot Shot, sawyer, mechanic. Assignments will primarily be based on crew experience, capability, and readiness. No freelancing. Engine Bosses will advise their STL when their assignments are completed or if they are receiving conflicting orders from the Division Supervisor, etc.
- ☐ **All the time**
Staging means 3-minute **maximum** ready time. Accountability and behavior expectations during unassigned time; all supply requisitions will go through the STL or designee. If anyone is unable to commit to this assignment for at least 72 hours, advise as soon as possible.
- ☐ **Closing Comments/Questions**
May postpone until approaching incident.



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